

## Chapter 6

### TRAINING GUIDE

#### OUTLINES OF JANITORIAL OPERATIONS FOR ON-THE-JOB USE

##### Section 1—GENERAL

**6.1.1 Purpose.** This part of the manual is made up of descriptive work outlines for on-the-job use, and as an aid to training. They are intended as a supplement to information given in preceding parts of this manual.

**6.1.2 Scope.** The outlines list equipment and supplies needed, procedures for doing the work, and instructions for care of equipment after completion of the job. Careful application of these instructions will help the worker produce efficient, thorough, custodial services.

##### Section 2—OUTLINES

###### 6.2.1 Treating Sweeping Mops, Yarn Dusters, and Dustcloths.

###### 6.2.1.1 *Equipment Needed:*

- (1) Hand spray gun (bottle).
- (2) Metal mop pan 8" wide, 8" high, 24" long with cover.
- (3) Large mop bucket.
- (4) Container for mop treatment solution.

###### 6.2.1.2 *Materials Needed:*

- (1) Liquid mop treating compound.

###### 6.2.1.3 *Getting Mops Ready:*

- (1) Before treatment, new mops, dusters and cloths require soaking in hot water. Soaking tightens the yarn.
- (2) Old mops or dusters do not require soaking before treatment, but should be washed clean in solution of 1 tablespoon

trisodium phosphate to 1 gallon of warm water, and then rinsed thoroughly.

###### 6.2.1.4 *Doing the Job:*

(1) After mops have dried and yarn is straightened and combed, mop should be soaked in a mop treating compound, wrung out, and hung up to dry.

(2) Properly treated mops will be fluffy and light to handle. They will not feel damp and yarn will not be soggy or matted.

(3) After treatment, fold mop yarn together, roll tightly, and place in closed metal container for about eight hours. This allows solution to spread evenly throughout the mop. Treat dusters and cloths similarly.

###### 6.2.1.5 *Care of Equipment:*

- (1) Clean all equipment thoroughly.
- (2) Remove spots from floor or table.
- (3) Dispose of wiping cloths.
- (4) Return all supplies and equipment to their proper storage place.

###### 6.2.2 Washing Sweeping Mops, Dusters, and Dustcloths.

###### 6.2.2.1 *Equipment Needed:*

- (1) Mop bucket, large can or bucket and wringer or squeezer.
- (2) Palmetto Brush.

###### 6.2.2.2 *Materials Needed:*

- (1) Warm water.
- (2) TSP (Trisodium Phosphate).

###### 6.2.2.3 *Getting Mop Heads, Dusters, or Dustcloths Ready:*

- (1) Remove mop heads from handles.

(2) Shake mop heads, dusters, or dust-cloths to remove as much dirt as possible.

**6.2.2.4 Doing the Job:**

(1) Wash mop heads, dusters or dust-cloths clean in a solution of one tablespoon of trisodium phosphate to one gallon of water by working them vigorously with plumber's friend or broom handle.

(2) Rinse thoroughly in clear, lukewarm water, wring them as dry as possible with wringer or squeezer.

(3) Hang them up to dry where there is good air circulation.

(4) When dry, comb yarn out with palmetto brush.

(5) Mop heads, dusters or dustcloths, when dry, should be light grey in color, light, and fluffy. There should be no soggy or matted yarn.

**6.2.2.5 Care of Equipment:**

(1) Clean all equipment thoroughly.

(2) Return all supplies and equipment to their proper storage places.

**6.2.3 Proper Handling of Sweeping Mops.**

**6.2.3.1 Handling a Sweeping Mop or Swivel Dust Mop for Office Sweeping:**

(1) Start mop at foot farthest from pushing hand, mop in circular motion, keeping dirt ahead of mop.

(a) Do not lift mop from floor or it will drop dirt gathered.

(b) Do not bear down on mop.

(c) Stand erect to prevent undue fatigue.

(2) Sweep out corners as you come to them.

(3) Shake mop in dustbox. Hold mop in box while shaking but do not allow mop to contact dirt in bottom of box.

**6.2.3.2 Handling Mops for Continuous Push Method:**

(1) *Straight Sweeping Mop or Swivel Mop:*

(a) Push mop as you walk. Do not lift mop from floor.

(b) Shake mop into dustbox.

(2) *V-Type Sweeping Mop:*

(a) Push forward from comfortable position between handles. Do not lift mop from floor.

(b) Shake mop out at place where dirt is to be picked up.

**6.2.4.1 Sweeping an Office With a Sweeping Mop.**

**6.2.4.1 Equipment Needed:**

(1) Eighteen-inch sweeping mop, V-type mop, or swivel dust mop.

(2) Radiator brush, counter brush.

(3) Dustbox, dustpan.

(4) Waste paper container.

(5) Putty knife.

**6.2.4.2 Materials Needed:** None.

**6.2.4.3 Before Sweeping:**

(1) Place all equipment in hall near office door.

(2) Pick up paper and large litter from floor and place in waste basket. Empty pencil sharpener receptacles in waste baskets and replace them.

(3) Empty waste baskets into noncombustible waste paper container.

(4) Clean radiators with radiator brush.

(5) Place sweeping mop, dustbox, dustpan, and counter brush in convenient location near center of room.

**6.2.4.4 Doing the Job:**

(1) Mop-sweep floor as described in paragraph 6.2.3, fig. 28.

(2) As turns are made around room, shake dirt into dustbox. (If V-type mop is used, shake into pile near dustbox.)

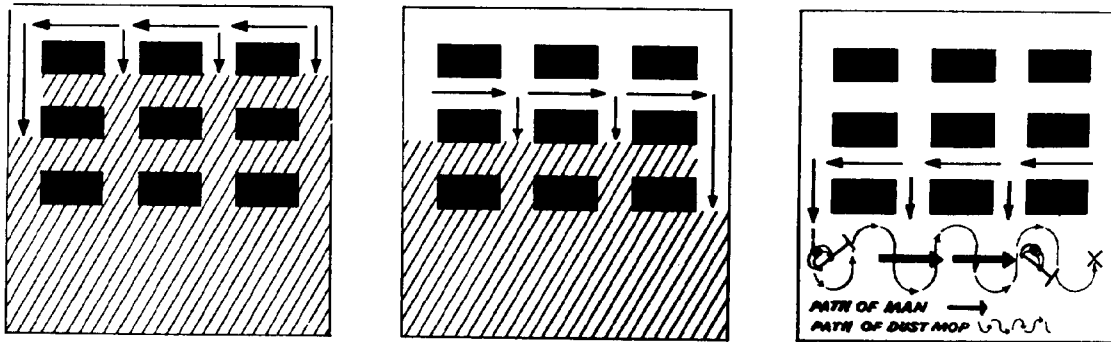
(3) Remove with putty knife all gum or dirt sticking to floor.

(4) Gather sweepings into dustpan with counter brush and empty into dustbox.

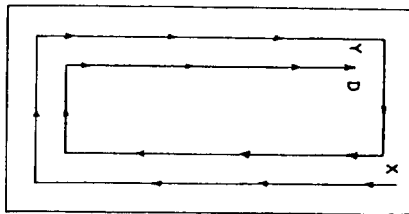
(5) Collect sweeping tools.

(6) There should be no litter on floor, behind radiators or in corners and room should have a well-kept appearance.

**6.2.4.5 Before Leaving Room.** Replace all furniture, waste baskets, etc., turn off lights, and close doors and windows.



**Figure 28. Mop Sweeping an Office.**



**Figure 29. Corridor Mop Sweeping Pattern.**

### 6.2.5 Sweeping a Corridor With Sweeping Mop Using Continuous Push Method.

#### 6.2.5.1 Equipment Needed:

(1) Twenty-seven-inch or 36-inch sweeping mop, or V-type mop, or swivel mop.

(2) Radiator brush and counter brush.

(3) Dustbox and dustpan.

(4) Putty knife.

#### 6.2.5.2. Materials Needed: None.

#### 6.2.5.3 Before Sweeping:

(1) Place dustbox and tools at convenient place for shaking sweeping mop.

(2) Brush radiators clean with radiator brush, and use counter brush to sweep under radiator or other space impossible to reach with sweeping mop.

#### 6.2.5.4 Doing the job:

(1) Begin along one side and sweep length of corridor, turn at end sweeping corner and along sides (fig. 29).

(2) At starting point, shake mop, into dustbox (if V-type mop is used shake into a pile beside box).

(3) Continue sweeping in pattern shown in illustration until operation is completed.

(4) Gather sweeping pile into dustpan with counter brush and empty dustpan into dustbox.

(5) Remove gum or dirt sticking to floor by use of putty knife as it is reached in the course of sweeping.

(6) There should be no dust streaks, dirt in corners, or where dustbox stood. There should be no dirt where sweepings were gathered with counter brush and dustpan.

6.2.5.5 Before Leaving. Turn out lights, close doors and windows, if necessary.

### 6.2.6 Mop Sweeping a Gymnasium Using the Continuous Push Method.

#### 6.2.6.1 Equipment Needed:

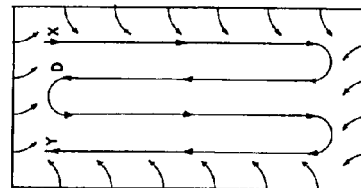
(1) Large sweeping mop or V-type mop, and 24-inch brush broom.

(2) Counter brush.

(3) Dustpan and dustbox.

(4) Putty knife.

#### 6.2.6.2 Materials Needed: None.



**Figure 30. Gymnasium Mop Sweeping Pattern.**

#### 6.2.6.3 *Before Sweeping:*

(1) Clear all gym equipment from floor.

(2) Place dustbox and tools near corner opposite entrance door, at least five feet from end and ten feet from side wall.

#### 6.2.6.4 *Doing the Job*

(1) Sweep dirt out from wall with bristle brush.

(2) Start sweeping in corner near dustbox and follow pattern as shown in illustration, fig. 30.

(3) Upon return to dustbox, push sweepings across to finishing point of *next* round trip. Shake dirt into dustbox and push box to point beyond finishing point of next trip.

(4) Repeat process until entire floor surface is swept.

(5) Remove gum and sticky dirt with a putty knife.

(6) Gather sweepings into dustpan with counter brush and empty pan into dustbox.

(7) Collect sweeping tools.

(8) There should be no dust streaks, no dirt in corners, or where dust was gathered, or where dustbox was placed.

#### 6.2.6.5 *Before Leaving:*

(1) All gym equipment will be replaced as required.

(2) See that all doors and windows are closed unless instructed otherwise.

(3) Remove all waste and rubbish from interior of building.

(4) All lights to be turned off as required.

### 6.2.7 **Sweeping an Office With a Floor Brush.**

#### 6.2.7.1 *Equipment Needed:*

(1) Eighteen-inch floor brush with handle cut to proper length, counter, radiator, and nail brushes.

(2) Dustpan and waste paper container.

(3) Putty knife.

#### 6.2.7.2 *Materials Needed:* None.

#### 6.2.7.3 *Before Sweeping:*

(1) Place equipment in hall near door.

(2) Pick up paper and large litter from floor and place in waste basket. Empty pencil sharpener receptacles in waste baskets and replace them.

(3) Empty waste baskets in waste paper container.

(4) Clean out radiators with radiator brush.

(5) Use counter brush to sweep areas hard to reach with floor brush.

(6) Empty ash tray into separate metal container and clear with damp cloth.

#### 6.2.7.4 *Doing the Job:*

(1) Start at corners farthest from door.

(2) Sweep so that entire floor will be swept when door is reached, keeping main body of dirt moving through main open area after sweeping from under desks and out of smaller areas.

(3) With putty knife, remove gum or dirt sticking to floor as it is reached in course of sweeping.

(4) Push dirt in pile near door, gather sweepings into dustpan with counter brush, and empty dustpan into dustbox.

(5) The floor should have no dust streaks or dirt in corners, under radiators, etc. Room should have a tidy, well-kept appearance.

#### 6.2.7.5 *Before Leaving Room:*

(1) Replace all furniture, waste baskets, etc.

(2) Close windows.

(3) Turn out lights.

#### 6.2.7.6 *Caring for Floor Brush:*

(1) Change handle from one side of brush to the other, at least once a week.

(2) Hang brush up when not in use. Insure that bristles are free to hang loosely.

(3) Comb out bristles with nail brush several times each day brush is used.

(4) Avoid getting brush wet or oily. If bristles should get wet, comb bristles with nail brush and hang brush up so bristles can dry.

(5) Do not use a good bristle brush on rough concrete floor.

### 6.2.8 Sweeping a Corridor With a Floor Brush.

#### 6.2.8.1 Equipment Needed:

- (1) Large floor brush; counter, radiator and nail brushes.
- (2) Dustpan and dustbox.
- (3) Putty knife.

#### 6.2.8.2 Doing the Job:

- (1) Start sweeping at end of corridor next to wall. (fig. 31)
- (2) Sweep in manner indicated in figure 31.
- (3) Gather sweepings in pile at end of corridor. Using counter brush, pick up sweeping into dustpan and empty dustpan into dustbox.
- (4) Collect sweeping tools.
- (5) There should be no dust streaks, no dirt under radiators, in corners or where dirt was gathered into dustpan.
- (6) Clean elevator floor same as adjacent area.

#### 6.2.8.3 Before Leaving Room:

- (1) Close doors and windows if necessary.
- (2) Turn out lights.

### 6.2.9 Sweeping a Gymnasium With a Floor Brush or Power Sweeper.

#### 6.2.9.1 Equipment Needed:

- (1) Thirty-inch floor brush.
- (2) Dustpan and dustbox.
- (3) Radiator brush, counter brush, and nail brush.
- (4) Putty knife.
- (5) Power sweeper.

#### 6.2.9.2 Materials Needed: None.

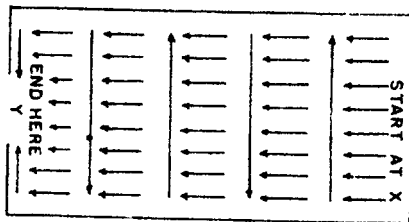


Figure 31. Push Broom Sweeping Pattern.

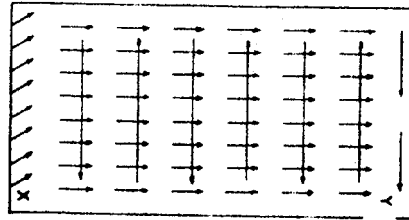


Figure 32. Gymnasium Floor Brush Sweeping.

#### 6.2.9.3 Before Sweeping:

- (1) Place dustbox and tools at entrance of gymnasium (point "Y," figure 32).
- (2) Clean out radiators with radiator brush.
- (3) Sweep hard-to-reach places with counter brush.

#### 6.2.9.4 Doing the Job:

- (1) Start sweeping at point "X" in Illustration and sweep as indicated by arrows, fig. 32.
- (2) Comb floor brush bristles occasionally with nail brush.
- (3) With putty knife, remove gum or dirt sticking to floor.
- (4) Gather sweepings in pile at corner nearest entrance. With counter brush and dustpan, pick up sweepings. Empty dustpan into dustbox.
- (5) Collect sweeping tools.
- (6) When the job is complete, there should be no dust streaks. Areas under and behind radiators or other fixtures should be free from dirt.

#### 6.2.9.5 Before Leaving:

- (1) Close windows and doors unless instructed otherwise.
- (2) Turn out lights.

### 6.2.10 Mop Sweeping Auditorium or Theater Having Fixed Seats.

#### 6.2.10.1 Equipment Needed:

- (1) Eighteen-inch sweeping mop or V-type mop, and counter brush.
- (2) Dustpan and dustbox.
- (3) Putty knife.

#### 6.2.10.2 Materials Needed: None.

### 6.2.10.3 Before Sweeping:

(1) Place dustpan and counter brush at lower end of aisle 1. (fig. 33 “pick up dirt here.”)

(2) Place dustbox at point “DB” of illustration.

#### 6.2.10.4 Doing the Job:

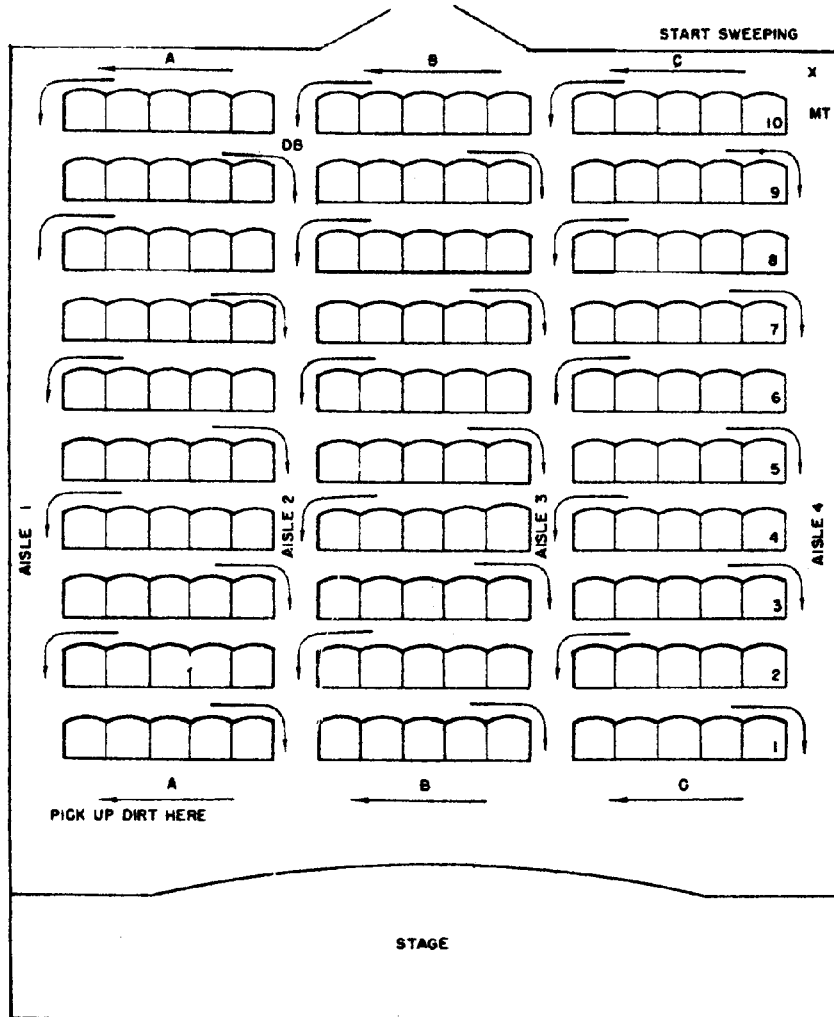
(1) Start at point "X" (in fig. 33) and sweep space back of seats, push dirt into aisles and past rear row of seats. Enter space between last two rows of section A and sweep toward aisle 2, turning seats up and sweeping under them. When aisle 2 is

reached, sweep dirt past next row of seats.

(2) Shake straight mop into dustbox and push box past next row of seats (If V-type mop is used, shake into a sweeping pile). Continue in same manner until aisle 4 is reached. Sweep down aisle 4 past next row of seats, then enter between next two rows of seats in section C.

(3) Repeat sweeping procedure until entire auditorium is finished.

(4) Remove gum with putty knife as reached in sweeping.



**Figure 33. Theater Sweeping Pattern.**

(5) With counter brush, pick up sweepings in front of stage.

(6) When the job is complete there should be no accumulation of dirt, and corners and spaces under seats should be clean.

*6.2.10.5 Before Leaving:*

- (1) Close all doors and windows.
- (2) Turn out lights.

**6.2.11 Sweeping an Auditorium or Theater With a Floor Brush.**

*6.2.11.1 Equipment Needed:*

- (1) Eighteen-inch floor brush.
- (2) Dustpan and dustbox.
- (3) Counter brush, radiator and nail brushes.
- (4) Putty knife.

*6.2.11.2 Materials Needed:* None.

*6.2.11.3 Before Sweeping:*

(1) Place dustpan, dustbox, and tools at lower end of aisle as indicated in figure 33 where labeled "pick up dirt here."

- (2) Brush dust from radiators.

*6.2.11.4 Doing the Job:*

(1) Follow steps and illustration in paragraph 6.2.10 "Doing the Job," but, do not shake the brush into the dustbox.

(2) When the job is complete the room should be clean throughout; there should be no accumulations of dirt behind legs of seats, or in corners.

*6.2.11.5 Before Leaving.* Close all doors and windows unless instructed otherwise.

**6.2.12 Sweeping a Stairway.**

*6.2.12.1 Equipment Needed:*

- (1) Eighteen-inch sweeping brush and counter brush.
- (2) Dustpan and dustbox.
- (3) Putty knife.
- (4) Dustcloth.
- (5) Vacuum cleaner, back-pack type.

*6.2.12.2 Materials Needed.* None.

*6.2.12.3 Before Sweeping.* Place dustpan, counter brush, and dustbox at foot of stairs; go to landing at top of stairs.

*6.2.12.4 Doing the Job:*

(1) Brush dust from radiators.

(2) Start sweeping top landing and sweep all stairs and landings from top to bottom landing, taking care to remove all dirt from corners of stair treads. Use putty knife to remove gum, etc. Dust rail, balusters and dado as sweeping proceeds.

(3) Gather sweepings into dustpan with counter brush and empty pan into dustbox.

(4) When the job is completed, the stair should have no dust marks, no dirt in corners, and rail, balusters and dado should be free from dust.

- (5) Return equipment to storage.

**6.2.13 Mopping Unwaxed Wood, Linoleum, Rubber, Vinyl or Asphalt Tile Floors.**

*6.2.13.1 Equipment Needed:*

- (1) Two cotton mops.
- (2) Two mop buckets with wringers, or a two-tank mop truck.
- (3) Putty knife.
- (4) Dry cloth.

*6.2.13.2 Materials Needed:*

- (1) Warm water.
- (2) All-purpose synthetic detergent.

*6.2.13.3 Before Mopping:*

(1) Have floor swept thoroughly.

(2) Fill buckets or tanks with warm water, adding ½ to ¾ cup of all-purpose synthetic detergent to each three gallons of water (depending on the amount of dirt to be removed) in pail or tank.

- (3) Stir solution thoroughly.

(4) Place mops and buckets about 15 feet from corner or end of room farthest from entrance; wet floor where buckets will stand to prevent rings; keep mops in buckets when not in use.

*6.2.13.4 Doing the Job:*

(1) Take the mop from solution bucket and wring it out enough so it does not drip.

(2) Starting in corner, draw mop along baseboard about eight feet; return to corner and repeat action along Intersecting wall. Do not splash baseboard. If water does splash on the baseboard, remove with a dry cloth.

(3) Starting in corner, swing mop in long strokes of about six to seven feet, being careful to cover all of floor. Mop should never be wet enough to leave water standing on floor. Mop wood floors parallel to grain.

(4) Step back as mopping proceeds.

(5) Wet mop as required. Always wring mop to prevent dripping.

(6) When an area seven to eight feet square has been mopped, rinse the area using the other mop in same manner as described in steps (2) to (5).

(7) Rinse mop, and wring out as much water as possible.

(8) Dry mop area as described in steps (2) thru (5).

(9) Move buckets and mops down floor about eight feet, and mop another area about eight feet square.

(10) Repeat process until entire floor is mopped.

(11) Change mop and rinse water when they become too dirty for effective cleaning.

(12) Use putty knife to remove gum.

(13) Pick up any strings dropped by mops.

(14) A properly mopped floor should have an evenly cleaned surface; baseboards should not have been splashed; there should be no water left standing on floor, and water should not have been allowed to seep under baseboards.

**6.2.13.5 Before Leaving.** Replace furniture, close all doors and windows. Turn out lights.

**6.2.13.6 Care of Equipment:**

(1) Rinse out both mops in clear water; wring them out as dry as possible; hang mops up to dry.

(2) Clean mop buckets or mop trucks.

(3) Return all supplies and equipment to proper storage space.

#### **6.2.14 Mopping Terrazzo, Mosaic Tile, Ceramic Tile, Slate or Marble Floors.**

(Does not include conductive floors)

**6.2.14.1 Equipment Needed:**

(1) Two cotton or linen slasher mops.

(2) Two mop buckets with wringers or a two-tank mop truck.

(3) Floor squeegee.

(4) Putty knife.

**6.2.14.2 Materials Needed:**

(1) Warm water.

(2) Neutral Liquid cleaner.

**6.2.14.3 Before Mopping:**

(1) Follow instructions for "before mopping" of paragraph 6.2.13, except reduce the amount of detergent to a minimum that will do the job.

**6.2.14.4 Doing the Job:**

(1) Follow steps (1) to (5) in "doing the job," paragraph 6.2.13.

(2) Use squeegee to remove detergent solution from floor, starting near corner and moving toward mop pails or truck.

(3) If squeegee and pickup pan are not available, rinse detergent solution mop; wring out as dry as possible and pick up detergent solution on floor.

(4) Use rinse mop to rinse entire area covered as in steps (2) to (5) of "doing the job," paragraph 6.2.13.

(5) Dry mop area with rinse mop as described in steps (2) to (5) of "doing the job," paragraph 6.2.13.

(6) Follow steps (9) to (14) of "doing the job," paragraph 6.2.13.

**6.2.14.5 Before Leaving.** Replace furniture, close all doors and windows unless otherwise instructed, and turn out lights.

**6.2.14.6 Care of Equipment:**

(1) Rinse out mops in clear water; wring them as dry as possible; hang them up to dry.

(2) Clean mop buckets or mop truck.

(3) Return supplies, and equipment to storage.



*Note:* If floor area is large, time can be saved by having two men do the job. One man apply the detergent solution, the other use the squeegee and pickup pan, and change water when it becomes dirty. If no squeegee and pickup pan are available, the second man should rinse and dry mop.

## 6.2.15 Damp Mopping a Waxed Floor.

### 6.2.15.1 Equipment Needed:

- (1) Two clean mops. (If mops have been used previously with detergent solution, rinse mops carefully in warm water.)
- (2) Two mop buckets with wringers, or two-tank mop truck.
- (3) Putty knife.
- (4) Dry cloth.

6.2.15.2 *Materials Needed.* Clear water, and all-purpose synthetic detergent.

### 6.2.15.3 Before Mopping:

- (1) Thoroughly sweep floor.
- (2) Mix small amount of detergent in water if required, to remove soil.
- (3) Place mop bucket or truck about eight feet from wall or corner farthest from entrance to room.

### 6.2.15.4 Doing the Job:

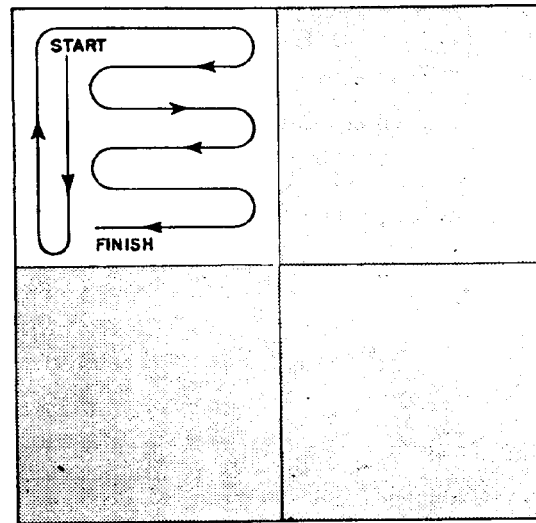
- (1) Take mop from bucket or tank and wring to prevent dropping.
- (2) Follow steps (2) to (10) in “doing the job,” paragraph 6.2.13.4.
- (3) A properly damp-mopped floor should dry within a few minutes; there should be no damp spots, surface should be evenly cleaned, and any water splashed on baseboards or furnishings of room should have been removed, fig. 34.

6.2.15.5 *Before Leaving.* Close all doors and windows and turn out lights.

### 6.2.15.6 Care of Equipment:

- (1) Rinse out mop; wring out as dry as possible; hang it up to dry.
- (2) Clean mop bucket or truck.
- (3) Return all supplies and equipment to storage.

**6.2.16 Mopping an Office Floor.** If floor is unwaxed wood, rubber, vinyl, mastipave, as-



MOP SECTION WITH SIDE-TO-SIDE STROKES



Figure 34. Damp Mopping a Floor Section.

phalt tile, or linoleum, follow instructions in paragraph 6.2.13. If floor is terrazzo, mosaic tile, ceramic tile, slate, or marble, follow instructions in paragraph 6.2.14. If floor is waxed, follow instructions in paragraph 6.2.15. In addition, do the following:

### 6.2.16.1 Before Mopping:

- (1) When sweeping, place movable furniture and fixtures on an area near the door and opposite end where mopping is to

start. Apply masking tape around bottom of file cabinets to prevent water from seeping under them.

#### 6.2.16.2 *Doing the Job:*

(1) Mop as much open area as possible; move heavy desks and tables only enough to mop spot where legs stand.

(2) Return movable furniture and fixtures to mopped area and finish mopping room.

(3) Clean floor under radiators and other hard-to-reach areas with mop in hand.

(4) When the job is complete, the floor should be uniformly clean; there should be no splashes on baseboards or furniture; water should not have been allowed to seep under baseboards, filing cabinets, or other fixed furniture, and no mop strings left on floor.

#### 6.2.16.3 *Before Leaving:*

(1) Return all furniture and fixtures to their original places. Remove masking tape from file cabinets.

(2) If streaks result from returning furniture to original places, go over such streaks with a damp mop.

(3) Close windows and doors and turn out lights.

#### 6.2.16.4 *Care of Equipment:*

(1) Rinse, wring out, and hang mop up to dry.

(2) Clean mop buckets or mop truck.

(3) Return all supplies and equipment to storage.

**6.2.17 Mopping a Corridor.** If floor is unwaxed wood, rubber, vinyl, mastipave, asphalt tile, or linoleum, follow directions in paragraph 6.2.13. If floor is terrazzo, mosaic tile, ceramic tile, slate, or marble, follow directions in paragraph 6.2.14. If floor is waxed, follow directions in paragraph 6.2.15. In addition, do the following:

#### 6.2.17.1 *Before Mopping:*

(1) Thoroughly sweep floors.

(2) Place mop truck or bucket about 15 feet from end of corridor where mopping is to start.

#### 6.2.17.2 *Doing the Job:*

(1) Draw mop along wall at edge of baseboard at end of hall and 15 feet down either side. (fig. 35)

(2) Stand in center of corridor facing wall, mop with wide strokes as shown in illustration. Do not strike wall or baseboard with mop.

(3) Complete area about 15 feet long following directions for doing the job in paragraphs 6.2.13, 6.2.14, or 6.2.15.

(4) Move pails another 15 feet down corridor and repeat process until entire corridor is mopped.

(5) When the job is complete, the corridor should be uniformly cleaned. There should be no mop strings on floor. Water should not have been allowed to splash baseboards or seep under them. There should be no water remaining on floor.

#### 6.2.17.3 *Care of Equipment:*

(1) Rinse out mops, wring them, and hang them up to dry.

(2) Rinse out mop buckets or mop truck.

(3) Return all supplies and equipment to storage.

### 6.2.18 Mopping a Theater or Auditorium.

#### 6.2.18.1 *Equipment Needed:*

(1) Two cotton or linen slasher mops.

(2) Two mop buckets with wringers or squeezers, or two-tank mop truck.

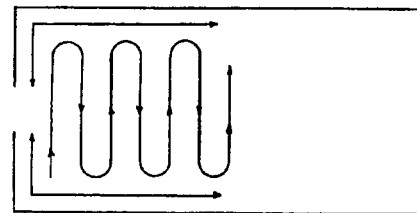
(3) Putty knife.

(4) Dry cloth.

#### 6.2.18.2 *Materials Needed:*

(1) Warm water.

(2) All-purpose synthetic detergent.



**Figure 35. Corridor Mopping Pattern.**

#### 6.2.18.3 *Before Mopping:*

- (1) Thoroughly sweep floor.
- (2) Mix detergent solution in one bucket or one tank of mop truck. Use ½ to ¾ cup all-purpose synthetic detergent to every 3 gallons of warm water depending on the degree of soil to be removed. Fill other bucket or tank with clear, warm water.
- (3) Place buckets or mop truck at point “MT” (see figure 33); keep mops in buckets or tanks when not in use.

#### 6.2.18.4 *Doing the Job:*

- (1) Take mop from solution; wring out enough so it will not drip, and starting at point “X” (fig. 33) draw mop along floor near baseboard to a point just past aisle three.
- (2) Return to point “X” and draw mop along baseboard to a point opposite entrance of rows 9 and 10.
- (3) Face side wall from point “X” and using long, sweeping strokes, mop area behind seats to point beyond aisle three.
  - (a) Do not splash baseboards or seats.
  - (b) Reach as much of area underneath seats as possible.
  - (c) Do not leave water standing on the floor.
- (4) Mop down aisle three to a point near entrance between rows eight and nine.
- (5) Enter between rows nine and ten and mop under row ten, and as far under seats of row nine as possible.
- (6) Mop aisle four to point of entrance between rows eight and nine.
- (7) Take mop from rinse water; wring and rinse area mopped.
- (8) Rinse mop; wring as dry as possible and dry mop area.
- (9) Take mop from soap solution; wring and mop between rows eight and nine.
- (10) Repeat process until all of section C is mopped.
- (11) Place mop buckets or truck at head of aisle three and mop section B in similar manner to section C. Repeat process for section A.

(12) Change detergent solution and rinse water often.

(13) The floor should be evenly clean; there should be no water standing on floor; no strings should be left on floor.

6.2.18.5 *Before Leaving.* Close doors and windows, and turn out light.

#### 6.2.18.6 *Care of Equipment:*

- (1) Rinse, wring, and hang mops to dry.
- (2) Rinse out buckets or tanks of mop truck.
- (3) Return all supplies and equipment to storage.

### 6.2.19 **Mopping Stairs.**

#### 6.2.19.1 *Equipment Needed:*

- (1) Two mops.
- (2) Two mop buckets with wringers or squeezers, or a two tank mop truck.
- (3) Putty knife.
- (4) Dry cloth.
- (5) Rubber gloves.

#### 6.2.19.2 *Materials Needed:*

- (1) Warm water.
- (2) All-purpose synthetic detergent.

#### 6.2.19.3 *Before Mopping:*

- (1) Thoroughly sweep steps and landings.
- (2) Put warm water in buckets or tanks (use only enough to do the job). Add detergent in proportion of 1/2 to ¾ cup detergent per 3 gallons of water depending on degree of soil. Mix thoroughly.
- (3) Place mop buckets or mop truck at foot of stairs in such a way that it will not be a hazard.

#### 6.2.19.4 *Doing the Job:*

- (1) Take mop from solution bucket or tank; wring out so it will not drip.
- (2) Mop top landing and stairs and landings down to bottom landing. Use mop strands in the hand to remove dirt from stair corners, and to remove stubborn spots.
- (3) Rinse mop in solution; wring out as dry as possible and repeating step (2) pick up as much solution as possible.

(4) Take rinse mop; wring out so it will not drip, and rinse stairs.

(5) If stairs has balusters, take end of mop in hand and clean around uprights and newel.

(6) When the job is completed, stairs should be evenly clean; there should be no water standing on floor. No water should have seeped between step and riser. There should be no mop strings left on floor. Stair corners, dados, and balusters should be clean.

#### *6.2.19.5 Care of Equipment:*

(1) Rinse, wring, and hang mops out to dry.

(2) Rinse out mop buckets or mop truck.

(3) Return all supplies and equipment to storage.

**6.2.20 Dry Maintenance Wood Floors, Asphalt Tile and Other Resilient Floors.** This procedure is not recommended for pine or fir floors which have not been sealed, or for splintered floors:

#### *6.2.20.1 Equipment Needed:*

(1) Electric buffing machine, disk type.

(2) Tampico (light-colored) polishing brush or synthetic polishing pads.

(3) Lambswool pad—to be used only where a high luster is required.

#### *6.2.20.2 Materials Needed:* None.

#### *6.2.20.3 Before Buffing:*

(1) Make sure wax is thoroughly dry.

(2) Turn machine on side and attach brush. Tighten securely.

(3) Before plugging cord into outlet, make sure switch is in “off” position. Machine plugged in with switch “on” may whirl handle around, causing damage to machine, personnel, or to furnishings in room.

#### *6.2.20.4 Doing the Job:*

(1) Move machine on its wheels to starting point, raise wheels, grasp handle with both hands, hold machine level, and turn switch to “on” position.

(2) To move machine to right, raise handle slightly.

(3) To move machine to left, lower handle slightly.

(4) With brush flat on floor and handle in neutral position, machine remains in one position.

(5) To go forward, put slight pressure on left handle; to go backwards, put slight pressure on right handle.

(6) Practice in open part of room until control is mastered.

(7) Always hold handle securely while machine is in operation.

(8) Buff in uniform arcs at even speed.

(9) Area should have uniform sheen. Lambswool pad will remove swirl marks and produce a high luster.

#### *6.2.20.5 Care of Equipment:*

(1) Turn machine on side and remove brush. (Remove brush when machine is not in use.)

(2) Turn wheels down, wind cord loosely on hooks provided.

(3) Wipe machine clean with cloth.

(4) Return machine to storage place and hang brush on nail.

### **6.2.21 Operating Automatic Floor Scrubbing Machine.**

#### *6.2.21.1 Equipment Needed:*

(1) Self-propelled floor scrubbing machine.

(2) Bassine scrubbing brush or synthetic scrubbing pad.

(3) Battery hydrometer.

(4) Battery charger.

#### *6.2.21.2 Materials Needed:*

(1) Warm water.

(2) All purpose synthetic detergent or wax remover.

#### *6.2.21.3 Before Scrubbing:*

(1) Check battery water for proper level.

(2) Install brushes.

(3) Remove charger plug and close battery cover.

(4) Be sure dirty water tank is drained and clean.

(5) Check clean-out door and drain valve and tighten if necessary for a good seal. An open drain valve will cause poor water pick up.

(6) Fill solution tank with cleaner in the proportion recommended. Thick syrup like compounds should be pre-mixed and poured into the solution tank.

(7) Sweep floor thoroughly before scrubbing.

#### *6.2.21.4 Doing the Job:*

(1) Move the machine to starting point, turn switch to "on" position and lower brushes.

(2) Adjust water feed control. Use a minimum flow for economical operation.

(3) Forward speed should be reduced when working next to walls and corners. Water feed should be closed a few feet before turns.

(4) For heavily soiled areas or wax removal, several passes may be required to give the chemical action of the solution a chance to work.

(5) Always drain the dirty water before refilling. Remove sludge from dirty water tank after every drain.

(6) Scrubbing corners—scrub into corner and back the machine out. Use a short handle hand squeegee and pull solution into a path where the machine squeegee will pick it up.

#### *6.2.21.5 Care of Equipment:*

(1) Use hydrometer to check specific gravity of battery cells.

(2) Check water in the battery at least every week and add when necessary.

(3) Keep pick-up hose and pipe free of debris.

(4) Check vacuum unit periodically to be certain exhaust vents are not plugged.

(5) Replace squeegee rubber when wiping edge becomes rounded.

(6) Wipe machine with a soft cloth to remove dust, dirt or old wax.

(7) Assign one individual to be in charge of lubrication. Areas surrounding lubricated parts should be kept clean of foreign material.

#### *6.2.21.6 Buffing Operations:*

(1) Machines equipped with a dry-pick vacuum may be utilized to buff large open areas.

(2) Use polishing brushes or fine synthetic polishing pads.

(3) On any dry operation a cloth filter must be used in the vacuum unit.

### **6.2.22 Stripping Wax From Asphalt, Rubber Linoleum, Mastipave, and Vinyl Floor Coverings.**

#### *6.2.22.1 Equipment Needed:*

(1) Two clean mops.

(2) Two mop-buckets with wringers or two-tank mop truck.

#### *6.2.22.2 Materials Needed:*

(1) Warm water.

(2) Wax remover.

#### *6.2.22.3 Before Doing the Job:*

(1) Fill buckets or tanks about 2/8 full with warm water and add wax remover according to manufacturer's instructions and mix thoroughly.

(2) Have floor well swept.

(3) Place equipment about 15 feet from corner or end of room farthest from entrance; wet floor where buckets or tanks will stand to prevent marking. Keep mope in buckets or tanks when not in use.

*6.2.22.4 Follow steps under "Doing the Job" in paragraph 6.2.13 for applying stripping solution and mop rinsing.* Allow solution ample time to loosen wax before rinsing. If the floor is extremely dirty or has several layers of wax, use of a disk-type floor machine with a palmetto brush or synthetic scrubbing pad may be necessary to loosen dirt and wax.

*6.2.22.5 After wax has been stripped from the floor.* The floor should be clean, uniform in appearance, and free of streaks and standing water.

### **6.2.23 Applying Water Emulsion Wax.**

#### *6.2.23.1 Equipment Needed:*

- (1) Shallow pan.
- (2) Lambswool Applicator or,
  - (a) Clean mop.
  - (b) Mop bucket with wringer or squeezer.

*6.2.23.2 Materials Needed:* Water emulsion wax.

#### *6.2.23.3 Before Waxing:*

- (1) Floor should be thoroughly mopped and dry.
- (2) Pan should be clean.
- (3) Mop should be rinsed carefully to remove any traces of detergent.

#### *6.2.23.4 Doing the Job:*

(1) Keep wax at least 6 inches from walls, filing cases, etc., except for first coat. Buffing machine will carry over enough wax to protect these areas. This prevents wax from building up along edges of walls and fixtures.

(2) Pour water emulsion wax to depth of ½ inch in pan, dip applicator, and wipe surplus off on rim of pan.

(3) Apply wax to floor in long, straight strokes over an area about six feet square. Apply first in one direction and then at right angles to first application to insure entire area is covered.

(a) A thin, even coat is best for safety and service.

(b) Do not rub wax during drying.

(4) Continue steps (1) and (2) until entire surface to be waxed is covered.

(5) If mop is used to apply wax, dip in clear, cold water and wring out as dry as possible.

(6) After pouring wax in bucket, dip mop and wring it out until it is only damp.

(7) Apply wax to floor in the same manner as in damp mopping.

(8) Apply in areas about six feet square, in one direction and then the other. Continue until entire floor is covered.

(9) Wax should be thinly and evenly

applied; there should be no dry places or spots waxed excessively.

#### *6.2.23.5 Drying Wax:*

(1) See that air circulation is good and room is warm, or wax will be slow to dry.

#### *6.2.23.6 Care of Equipment:*

(1) Wash applicator or mop in soapy water, rinse in clear water. Hang mop up to dry or, if lambskin is used, spread lambskin out on smooth surface to dry.

(2) Dispose of leftover wax.

(3) Wash mop pail or pan.

(4) Return all supplies and equipment to storage.

### **6.2.24 Buffing an Open Room or Corridor.**

#### *6.2.24.1 Equipment Needed:*

(1) Disk-type electric buffing machine.

(2) Tampico brush (light-colored fibers), or synthetic polishing pad.

(3) Lambswool pad if high luster is required.

#### *6.2.24.2 Materials Needed:* None.

*6.2.24.3 Before Buffing.* Follow instructions for "Before Buffing" in paragraph 6.2.20.

*6.2.24.4 Doing the Job.* Operating directions for disk-type machine are found in paragraph 6.2.20, fig. 36.

(1) Run machine on wheels to starting point. (Starting point will vary with location of electric outlet.)

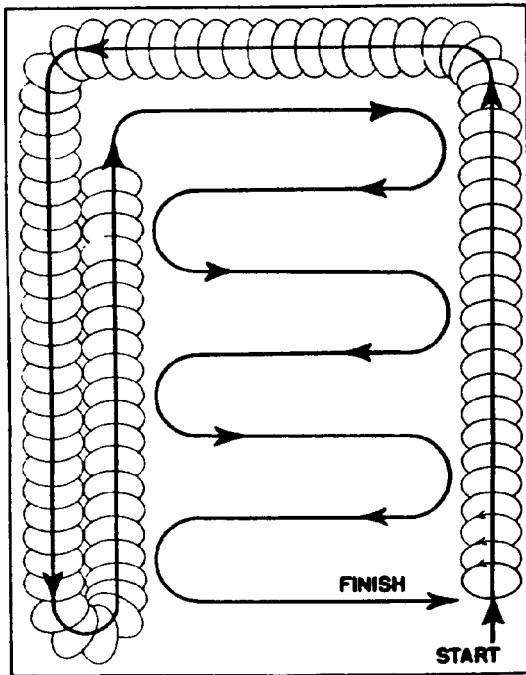
(2) Buff strip at base of wall. This will eliminate swinging machine into wall as main floor is buffed.

(3) Stand at one end of room about four feet from wall, facing wall, and buff in wide arcs (about six feet).

(4) As each arc is completed, step back a distance equal to disk width and continue until within six feet of opposite wall.

(5) Turn, face wall, and buff remaining area.

(6) Continue buffing room in strips of about six feet until entire room is buffed.



**Figure 36. Buffing an Open Room Pattern.**

6.2.24.5 *When job is completed.* The floor should be uniformly buffed. There should be no heavy swirl marks.

6.2.24.6 *Care of Equipment.* See "Care of Equipment," paragraph 6.2.20.

**6.2.25 Wall Washing—Hand Method.** Two operators are required for this work. One man should wash the lower half of wall while other washes upper half. Man washing lower half should wash an area about eight feet long and half way up wall before the upper half is started. The method of cleaning outlined below does a minimum of damage to painted surfaces. Stronger agents may be desirable for faster cleaning prior to painting.

**6.2.25.1 Equipment Needed:**

- (1) Two 14-quart buckets per man.
- (2) Two large natural sponges or two large cellulose sponges per man.
- (3) Several large, dry, clean cloths.
- (4) Platform ladder or two ladders and a plank.

**6.2.25.2 Materials Needed:**

- (1) All-purpose synthetic detergent
- (2) Warm water.

**6.2.25.3 Before Washing Walls:**

- (1) Move furniture away from walls.
- (2) Remove pictures, shades, or other furnishings which would interfere with the operation.

- (3) See that walls and woodwork are thoroughly dusted (paragraphs 6.2.28 and 6.2.29).

- (4) Fill bucket about 3/4 full of warm water; mix thoroughly in one bucket, 1/2 to 3/4 cup of all-purpose synthetic detergent as required to remove dirt.

- (5) Put sponges in buckets and place buckets on paper (to prevent rings on floor) where work is to start.

**6.2.25.4 Doing the Job:**

- (1) Take sponge from solution and squeeze, do not wring, until sponge does not drip. Wringing will tear sponge and soon destroy it.

- (2) Start in corner using long, straight strokes. If baseboard is painted, wash it also.

- (3) Continue until an area about four feet wide and halfway to ceiling is washed.

- (4) Take sponge from rinse water, squeeze until it does not drip, and rinse area starting from the bottom and working up. Rinse sponge often.

- (5) Rinse sponge in rinse water and squeeze as dry as possible. Dry area as much as possible. Use straight strokes only.

- (6) Repeat steps (1) through (5) until entire lower half of wall has been cleaned.

- (a) Clean woodwork on windows and doors as readied in operation.

- (b) Change water often.

- (7) When a width of about eight feet of lower wall has been washed, the second man can start washing the upper half. Set ladders at corner where washing of lower wall has been completed, placing pails on platform or plank set between two ladders. Be sure ladders and plank are safe to use.

- (8) Start work at point in corner where washing of lower half stopped and

wash upward, using long, straight strokes. Follow same procedure as for washing lower half of wall (steps (1) through (5)).

(a) Do not allow water to run over on wall which has not been washed. This forms streaks that are difficult to remove.

(b) Do not allow water to run down on lower half of washed wall.

(9) Move platform ladder or ladders and planks as necessary and repeat until entire wall is washed.

(10) Wall should have no streaks and no smudge mark at point where cleaned upper and lower halves meet. There should be no water spilled on floors or furnishings.

#### *6.2.25.6 Care of Equipment:*

(1) Rinse out sponges and buckets.

(2) Return all supplies and equipment to storage.

### **6.2.26 Washing Woodwork.**

#### *6.2.26.1 Equipment Needed:*

(1) Two 14-quart buckets.

(2) Two natural or cellulose sponges.

(3) Several clean, dry cloths.

#### *6.2.26.2 Materials Needed:*

(1) All-purpose synthetic detergent.

(2) Warm water.

#### *6.2.26.3 Before Washing:*

(1) See that dust is removed from window sills, above doors, or any other area where it will interfere with washing.

(2) Remove any shades, pictures, or other furnishings which will interfere with the work.

(3) Fill buckets about 3/4 full of warm water. Mix approximately 1/2 cup detergent in one bucket. Put sponges in buckets. Place buckets on heavy paper (to prevent water rings) near point where work is to start.

#### *6.2.26.4 Doing the Job:*

(1) Take sponge from solution, squeeze, do not wring, until it will not drip.

(2) Start at bottom of door, door casing, or window frame and wash upward,

using long, straight strokes. Do not spill water on walls or floor.

(3) When lower half of door or window has been washed, take rinsing sponge and squeeze out so it will not drip. Go over entire washed area.

(4) Rinse sponge, squeeze out as dry as possible, and go over washed area to pick up as much water as possible.

(5) Wipe area with clean dry cloth.

(6) Clean upper half of window or door following steps (1) through (5).

(7) Properly washed woodwork should be uniformly clean. There should be no dirt in corners or grooves of wood moldings. There should be no spots on walls or floors from spilled solution or wet sponge.

### **6.2.27 Wall Washing—Machine Method.**

#### *6.2.27.1 Equipment Needed:*

(1) Wall washing machine, fig. 10.

(2) Ladders and scaffolding.

(3) 14-quart bucket.

#### *6.2.27.2 Materials Needed:*

(1) Terrycloth pads.

(2) All-purpose synthetic detergent or good commercial wall cleaner, as recommended by manufacturer of machine.

(3) Warm water.

#### *6.2.27.3 Before Washing:*

(1) Pour about a gallon of warm water in bucket.

(2) Mix 1/4 cup of detergent per gallon of water. If commercial cleaner is used, follow manufacturer's instructions.

(3) Test cleaner on wall to be washed. Use piece of cloth dipped in solution. If too strong, dilute solution with warm water. If too weak, add more cleaner until solution cleans without removing paint or burning wall.

(4) Check reading of pressure gage on rinse tank. If there is pressure in tanks, release air.

(5) Remove pump from solution tank and pour in one gallon of cleaning solution. If commercial cleaner is used and further di-



lution is necessary, follow manufacturer's instructions.

- (6) Fill rinse tank half full.
- (7) Close air release valve and pump between 15 and 20 pounds pressure.
- (8) Fold terrycloth lengthwise, then crosswise, and attach to trowels. Cover all trowels. See that cloth is stretched evenly.
- (9) Allow enough liquid to flow on wash and rinse cloths to dampen them thoroughly.
- (10) Prepare room for wall washing as described in paragraph 6.2.25.

#### *6.2.27.4 Doing the Job:*

- (1) Man applying washing solution holds trowel flat against wall and moves it with light pressure in long, straight, up and down strokes beginning at lower part of wall. Do not allow enough solution on pad to cause dripping.
- (2) As soon as man with washing solution trowel has covered an area about eight feet square, man with rinse goes over area, using long, straight, up and down strokes.
- (3) As soon as he has rinsed the wall, the second man then goes over the area with the drying trowel or a dry cloth.
- (4) When washing solution pad becomes soiled, turn, and use again. When dirty again, remove, place rinse pad on washing trowel, drying pad (if machine is so equipped) on rinse trowel, and fresh pad on drying trowel.
- (5) Proceed, washing wall in same manner as described in paragraph 5.2.25. Same precautions should be taken about streaking.
  - (a) If there are marks on wall caused by chairs, etc., wash these after wall is cleaned in order to avoid lap marks.
  - (b) When woodwork is reached, wash with cloth or sponge as described in paragraph 6.2.26.
  - (c) When rinsing, stay within area washed with washing trowel. This tends to eliminate lap marks.
- (6) A properly washed wall should be uniformly clean. There should be no water on floor or fixtures. Woodwork should be clean.

#### *6.2.27.5 Care of Equipment:*

- (1) Open air valve and release pressure from tanks.
- (2) Empty machine and rinse with clear water.
- (3) Remove pads, wash, hang to dry.
- (4) Drain hose, wind loosely on trowels, hang trowels on hooks on machine.
- (5) Wipe machine with clean, damp cloth.
- (6) Return all supplies and equipment to storage.

### **6.2.28 High Dusting.**

#### *6.2.28.1 Equipment Needed:*

- (1) Six by ten-inch treated yarn duster with five foot handle.
- (2) Several treated dustcloths.
- (3) Clean untreated cotton cloths.
- (4) Curved six by ten inch treated yarn duster with six-foot handle for dusting top of pipes.
- (5) Eighteen-inch floor brush with long handle.
- (6) Safety pins.
- (7) Platform-type ladder.
- (8) Counter brush.
- (9) Dustpan and dustbox.

#### *6.2.28.2 Materials Needed: None.*

#### *6.2.28.3 Before Dusting:*

- (1) Place ladder near entrance of room, and place small dusting tools on platform.
- (2) Place dustbox in convenient place.
- (3) Fold clean, untreated cotton cloth over bristles of floor brush and pin securely with safety pins.

#### *6.2.28.4 Doing the Job:*

- (1) Sweep ceiling with floor brush, starting in corner, using long straight strokes. Do not rub; brush lightly.
  - (a) Turn dustcloth as it becomes soiled. Replace as often as necessary.
  - (b) Do not dust when relative humidity is high, as this may cause streaks.

(2) Sweep walls with floor brush. Start at ceiling and sweep with one stroke to baseboard. Observe instructions d(1) (a) and (1) (b) above.

(3) Climb ladder and dust woodwork lightly with treated yarn duster or treated dustcloth.

(a) If dust accumulation on moldings, etc., is too heavy to be removed by duster or cloth, use counter brush and dustpan first.

(b) Do not touch walls with treated dusters or treated dustcloths. This leaves spots difficult to remove.

(4) Use curved yarn duster over pipes, and draw lightly along top of pipe. Follow steps (3) (a) and (3) (b) if necessary.

(5) Shake dusters and dustcloths into dustbox as necessary.

(6) A properly dusted area should show no smudges and no oil spots from treated dusters. Moldings and pipes should be free from dust.

#### *6.2.28.5 Before Leaving:*

(1) Replace all furniture and fixtures, shades or pictures moved before dusting.

(2) Close windows, turn out lights, and close door.

#### *6.2.28.6 Care of Equipment:*

(1) Wash and treat soiled dusters as described in paragraphs 6.2.1 and 6.2.2.

(2) Return all supplies and equipment to storage.

### **6.2.29 Dusting Woodwork—Low Dusting.**

#### *6.2.29.1 Equipment Needed:*

(1) Untreated dustcloth or untreated hand duster.

(2) Putty knife.

#### *6.2.29.2 Materials Needed:* None.

#### *6.2.29.3 Doing the Job:*

(1) Start dusting at entrance of room. Dust lightly. Dust surfaces of doors, door frames, window ledges or sills, wainscoting baseboards, etc.

(a) Avoid touching walls with treated dusters or dustcloths.

(b) If dustcloth is used, hold lightly. Do not flick dustcloth as this scatters dust around room.

(2) Refold dustcloth as necessary to provide a clean surface as work proceeds. Change cloths as often as necessary.

(3) Remove gum with putty knife.

(4) Properly dusted woodwork should appear bright. Dust should be removed; not scattered around room. There should be no smudge marks on walls.

#### *6.2.29.4 Before Leaving:*

(1) Replace furniture or other articles moved in the course of dusting.

(2) Turn out lights, close doors.

#### *6.2.29.5 Care of Equipment:*

(1) Return dusters and dustcloths to storage places.

(2) Wash soiled dusters or dustcloths.

### **6.2.30 Dusting Office Furniture.**

#### *6.2.30.1 Equipment Needed:*

(1) Treated hand duster.

(2) Treated dustcloths.

#### *6.2.30.2 Materials Needed:* None.

#### *6.2.30.3 Doing the Job:*

(1) Apply duster or cloth lightly to surface of tables or desks, moving in long straight strokes.

(a) Do not flick duster or dustcloth over surfaces, as this only scatters the dust.

(b) If cloth is used, hold lightly to absorb dust easily.

(2) Lift letter trays, books, ink stands, etc., and dust under them.

(a) Do not disturb papers left on desk.

(b) Do not dust typewriters, adding machines, or similar equipment.

(3) Wipe legs, rungs, and other parts of furniture as reached in course of dusting.

(4) Reverse cloth to present clean surface for dusting, and change cloth as often as necessary.

(5) A properly dusted office should appear clean and orderly. There should be no

dust streaks. All chair legs and rungs should be free from dust. There should be no oily areas on surfaces.

**6.2.30.4 Before Leaving:**

- (1) Replace furniture or other articles moved in course of dusting.
- (2) Turn off lights and close doors.

**6.2.30.5 Care of Equipment:**

- (1) Return clean dusters or cloths to storage.
- (2) Wash dirty cloths or dusters in accordance with paragraphs 6.2.1 and 6.2.2.

**6.2.3.1 Washing Windows.**

**6.2.31.1 Equipment Needed:**

- (1) Clean cloths.
- (2) Bucket.
- (3) Safety belt (if building is equipped for its use, and windows are higher than eight feet above ground or roof).
- (4) Sill pad.
- (5) Counter brush.
- (6) Natural or cellulose sponge and squeegee.
- (7) Platform ladder.

**6.2.31.2 Materials Needed:** Clear water (change frequently). If windows are very dirty, use glass cleaner according to manufacturers recommendations.

**6.2.31.3 Doing the Job:**

**(1) Windows Equipped for Safety Belt:**

- (a) Put on and adjust safety belt. (Belt should be inspected by supervisor before being used.)
- (b) Place sill pad on window sill, bucket on floor (not furniture) near window, wet sponge, and squeeze out so it does not drip.
- (c) Raise lower sash of window, hook one side of safety belt to safety hook.
- (d) Stand on inner sill and test security of belt and hook by pulling on the belt.
- (e) Step out on sill, hook other side of belt and test again.
- (f) Dust surface and frame of window with counter brush.

(g) Wash upper sash glass, using long straight strokes from side to side, then up and down.

(h) Dry glass with clean dry cloth or squeegee.

(i) Push down upper sash and wash lower sash in same manner. If upper sash cannot be pushed down, pull lower sash all the way down and wash it.

(j) Raise sash, unhook one side of safety belt and step into room. Do not unhook other side of belt until safely into room.

(k) Wash inside of window, standing on sill pad or ladder.

(l) Remove sill pad, close window, and wipe up any spilled water.

(m) Pick up equipment and move to next window. Never pass from one window to another on outside of building.

**(2) Washing Windows Without Use of Safety Belt:**

(a) Place pad on sill, raise lower sash, and sit on outer sill, holding legs firmly over inner sill.

(b) Pull down upper sash and wash as described above.

(c) Raise upper sash, pull down lower sash and wash as much as possible.

(d) Raise sash and pull self into room without releasing leglock on inner sill.

(e) Stand on sill pad and wash inner side of window.

(f) Push upper sash all the way down, raise lower sash enough to permit washing remainder of outer side of glass in lower sash.

(g) Remove sill pad, close window, clean up any spilled water.

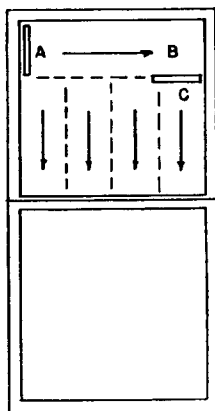
(h) Move equipment and proceed to next window.

**(3) Use of Squeegee on Large Windows:**

(a) Wash window as in (1) (g) above.

(b) Start squeegee at top left-hand corner of glass and draw it horizontally toward right (from "A" to "B" in figure 37).

(c) Wipe squeegee blade with clean cloth. Start at point "C" in illustration and



**Figure 37. Window Washing Pattern.**

draw squeegee to bottom of glass. Repeat until entire window is dried.

(d) Use cloth to wipe up water gathered by squeegee.

(e) Properly cleaned windows should be bright and without streaks. There should be no water on sill. Water should not have been allowed to run down either inside or outside wall.

#### 6.2.31.4 Care of Equipment:

(1) Rinse out cloths and hang them up to dry.

(2) Wipe squeegee blade and place so it will not lose its shape.

(3) Return all supplies and equipment to proper storage.

**6.2.31.5 Special Types of Windows.** In buildings equipped with casement, or pivoted type windows, cleaning of outside glass is usually done from the inside by opening window and leaning through opening. Care should be maintained to keep greater part of body within room and maintain firm grip with free hand. Exterior of fixed windows can be cleaned with the aid of a ladder if no higher than two stories from the ground or adjacent roof.

### 6.2.32 Cleaning Toilets and Urinals.

#### 6.2.32.1 Equipment Needed:

- (1) Small bucket.
- (2) Clean sponges.

(3) Toilet bowl mop.

(4) Rubber gloves.

#### 6.2.32.2 Materials Needed:

(1) All-purpose synthetic detergent or trisodium phosphate.

(In hard water areas.)

(2) Warm water.

**6.2.32.3 Before Washing.** Place enough detergent or trisodium phosphate in about  $\frac{1}{2}$  gallon of warm water to make mild cleaning solution. Use trisodium phosphate for heavy deposits only.

#### 6.2.32.4 Doing the Job:

##### (1) Toilets:

(a) Flush toilet.

(b) Put on rubber gloves, dampen toilet bowl mop in solution and apply it to entire inner surface of the toilet bowl, fig. 38. The outer surfaces of the toilet bowl, hinge, seat, tank, and floor near the toilet shall be cleaned with a damp sponge and a soft cloth.

(c) Dampen mop again and wash thoroughly under inner edge of toilet bowl.

(d) Reach mop down into trap as far as possible and clean thoroughly.

(e) Rinse surface with damp, clean cloth.

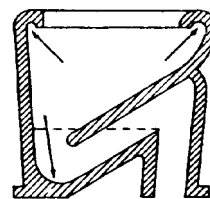
(f) Dry outside of bowl, seat, tank with dry cloth. Flush toilet.

##### (2) Urinals:

(a) Flush urinal.

(b) Put on rubber gloves, wet toilet mop in cleaning solution and apply to inner and outer surface of urinal and floor near urinal. Rub harder on spots where there is any sign of stain or deposit, fig. 39.

(c) Rinse surface with clean damp sponge.



**Figure 38. Toilet Bowl Cleaning.**

#### SCRUB INSIDE OF COMMODES AND URINALS



**Figure 39. Toilet Bowl and Urinal Cleaning Mop.**

(d) Dry outside of fixture and metal parts with clean dry cloth.

(e) Flush urinal.

(f) Clean toilets and urinals have no unpleasant odors. Surfaces are bright. There should be no soap streaks, and metal parts should be clean and bright.

(g) If fixtures do not properly flush, report it immediately to your supervisor.

**6.2.32.5 Cleaning and Disinfecting Rubber Gloves.** After each use rubber gloves should be cleaned and 4 disinfected before storage.

(1) Wash in solution of warm water and detergent.

(2) Disinfect in solution of Disinfectant, Germicidal and Fungicidal.

(3) Drain and allow to air dry.

#### **6.2.33 Cleaning Washbowls.**

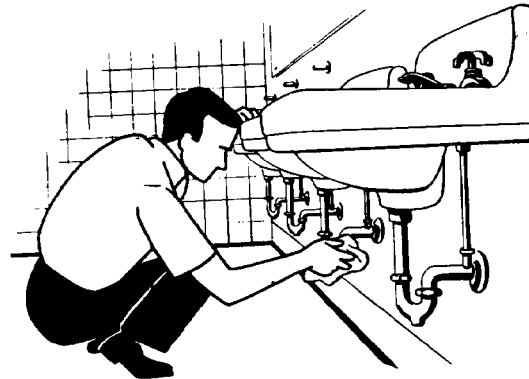
##### **6.2.33.1 Equipment Needed:**

- (1) Small bucket.
- (2) Clean sponges.
- (3) Plumbers "Friend."

##### **6.2.33.2 Materials Needed:**

- (1) All-purpose synthetic detergent.
- (2) Warm water.

#### RINSE BOWLS AND HARDWARE, AND DAMP-WIPE THE WALLS AROUND AND PLUMBING UNDERNEATH



**Figure 40. Wiping Washbowls and Hardware.**

##### **6.2.33.3 Before Cleaning:**

(1) Place enough detergent in  $\frac{1}{2}$  gallon of warm water to make a mild cleaning solution.

(2) Remove bars of soap, etc., from lavatory.

##### **6.2.33.4 Doing the Job:**

(1) Dampen sponge in cleaning solution and go over surface of bowl and metalware, being careful to rub inside of bowl hard enough to remove any soap deposits. Do not have cloth wet enough to cause water to drip on floor or splash on wall.

(2) Rinse surface with sponge dampened in clear water.

(3) Dry bowl and metal parts with clean dry cloth, fig. 40.

(4) Lavatory should be clean and bright. Metalware should be clean. There should be no water or detergent solution spilled on floor or splashed on wall near back of fixture.

##### **6.2.33.5 Care of Equipment:**

(1) Rinse mops and sponges and hang them up to dry. Disinfect rubber gloves.

(2) Clean bucket, return it to storage.

#### **6.2.34 Cleaning Drinking Fountain.**

##### **6.2.34.1 Equipment Needed:**

- (1) Small pail.

- (2) Clean sponges.

#### 6.2.34.2 *Materials Needed:*

- (1) All-purpose synthetic detergent.
- (2) Warm water.

6.2.34.3 *Before Cleaning.* Add enough detergent to about ½ gallon of warm water to make a mild cleaning solution.

#### 6.2.34.4 *Doing the Job:*

- (1) Remove any litter from fountain, such as chewing gum or bits of paper.
- (2) Dampen sponge in washing solution and apply it to the porcelain or china part of fountain, and to metal parts.
- (3) Wring another sponge in clear water and go over surface to remove cleaning solution and dirt.
- (4) Use dry sponge to polish porcelain and metal parts of fountain.
- (5) If fountain is cabinet type, wipe sides with cloth dampened in clear water, and dry with clean dry sponge.
- (6) Rust spots on porcelain may be removed with detergent.
- (7) When job is completed, fountain should be completely clean. Porcelain and metalware should be bright. Water should not be splashed on wall or on floor around fountain.

#### 6.2.34.5 *Care of Equipment:*

- (1) Wash and rinse sponges.
- (2) Rinse bucket and return it to proper storage place.

### 6.2.35 **Cleaning Solid Brassware (Unlacquered).**

6.2.35.1 *Equipment Needed:* None.

#### 6.2.35.2 *Materials Needed:*

- (1) Metal polish.
- (2) Water.
- (3) Two clean cloths.

#### 6.2.35.3 *Doing the Job:*

- (1) Dampen cloth with water and apply small quantity of polish to cloth.
- (2) Rub polish on brass to be cleaned until all tarnish is removed.
- (3) Allow polish to dry.

(4) Rub with soft clean cloth. If any tarnish remains, repeat steps one to three and rub with cloth again.

(5) If there is a large quantity brass to be polished, rub polish on all surfaces before rubbing with dry cloth.

(6) Do not spill polish on floor or fixtures, since brass polish is extremely difficult to remove from these surfaces.

(7) Properly polished brass should have high luster, showing no dull patches or scratches. There should be no polish spilled on floors or fixtures.

#### 6.2.35.4 *Care of Material:*

- (1) Wash cloths and hang them up to dry.
- (2) Return polish to proper storage place.

### 6.2.36 **Cleaning Light Fixtures.**

#### 6.2.36.1 *Equipment Needed:*

- (1) Safety platform ladder.
- (2) Two 14-quart buckets.
- (3) Clean sponges.
- (4) Counter brush and dustpan.
- (5) Paper towels.

#### 6.2.36.2 *Materials Needed:*

- (1) One bucket of clear water.
- (2) All-purpose synthetic detergent.

#### 6.2.36.3 *Before Cleaning:*

(1) If lights are arranged so that one-half of them can be turned off at a time, turn off part of them to cool before washing. If all lights operate from one switch, turn them all off. Do not wash any part of light fixture when lamp is lighted. To do so may result in injury or death from electrical shock.

(2) Divide water between buckets. Place enough detergent in one pail for mild cleaning solution.

#### 6.2.36.4 *Doing the Job:*

- (1) Place ladder at a position convenient to reach fixture; put bucket on platform. Before use, be sure safety ladder is in good condition and has nonslip feet.
- (2) Unhook bowl from fixture.

(3) If parts are very dusty, brush them with counter brush into dustpan.

(4) Wipe metal parts with damp sponge dampened in cleaning solution.

(5) Wipe light bulb with sponge dampened in clear water. Be sure bulb is cool or it may break when cloth is applied.

(6) Dip clean sponge in clear water, wring out until quite dry, and clean both inside and outside of bowl. Dry entire bowl with clean paper towel.

(7) Replace bowl, check to see it is secure. Avoid tightening screws enough to break bowl.

(8) Fixture and bowl should look bright and clean whether light is off or on. Bowl should hang evenly from fixture. Metal supports and other parts should be free from dust.

#### *6.2.36.5 Care of Equipment:*

(1) Wash sponges.

(2) Wash and rinse buckets.

(3) Return all supplies and equipment to storage places.

### **6.2.37 Cleaning Chromium and Nickel-Plated Ware.**

#### *6.2.37.1 Equipment Needed:*

(1) Soft clean cloths.

(2) Good grade metal polish.

#### *6.2.37.2 Materials Needed.* Water.

#### *6.2.37.3 Doing the Job:*

(1) *Cleaning Nickel-Plated Ware:*

(a) Dampen cloth and sprinkle lightly with polish.

(b) Rub polish on nickel-plated ware. Allow to dry.

(c) Rub off with clean dry cloth.

(2) *Cleaning Chromium-Plated Ware:*

(a) Wipe with damp cloth. Use synthetic detergent if required.

(b) When dry, rub with soft dry cloth. *Do not* use polish on chromium-plated ware; it does not tarnish, and the plating is so thin that polish soon removes it, leaving an unsightly fixture.

(c) Properly cleaned fixtures should be without soil and bright. No polish should be left on fixtures or floor.

#### *6.2.87.4 Care of Equipment:*

(1) Wash cloths and hang them up to dry.

(2) Return polish to proper storage space.

### **6.2.38 Damp Mopping Conductive Floors.**

#### *6.2.38.1 Equipment Needed:*

(1) Mop.

(2) Mop bucket with wringer or squeezer or mop truck.

#### *6.2.38.2 Materials Needed.* Clear water.

#### *6.2.38.3 Before Mopping:*

(1) Be sure mop contains no traces of wax or any cleaning solution. Foreign substances reduce conductivity of the floor.

(2) Thoroughly sweep floor, paragraph 3.1.7.10.)

(3) Place mop bucket or truck about eight feet from wall or corner farthest from entrance.

#### *6.2.38.4 Doing the Job:*

(1) Take mop from bucket or tank and wring it as dry as possible.

(2) Starting in corner, draw mop along floor at baseboard about eight feet, then along floor at baseboard of adjacent wall about same distance.

(3) Facing wall opposite entrance, move mop in wide strokes from side to side. Do not strike baseboards or furniture. Move back as mopping progresses.

(4) Continue in this manner until entire floor is damp mopped.

(5) Change mop water frequently. Rinse mop frequently. Be sure mop is as dry as possible before applying to floor as too much water will lower or destroy the conductivity of the floor.

(6) A properly mopped floor should dry almost immediately. There should be no water standing on floor. There should be no

streaks on floor. Any mop strings dropped during operation should be removed.

*6.2.38.5 Before Leaving:*

- (1) Clean all equipment thoroughly.
- (2) Turn out lights.

*6.2.38.6 Care of Equipment:*

- (1) Clean all equipment thoroughly.
- (2) Hang up mop to dry.
- (3) Return mop bucket or truck to proper storage space.